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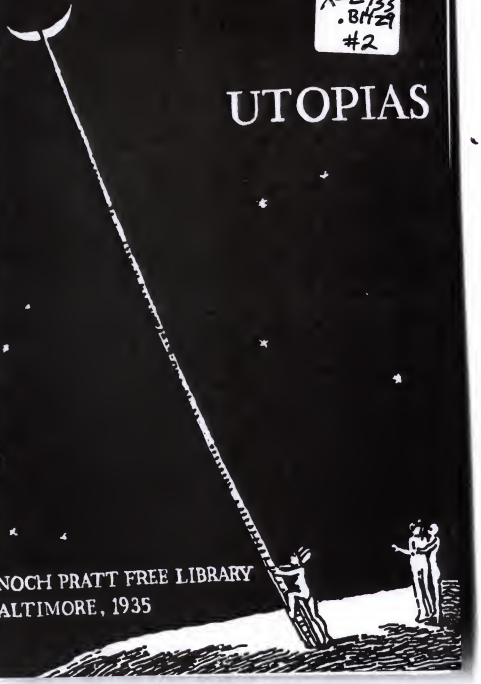
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and

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"O wonder!
How many goodly creatures are there here!
How beauteous mankind is! O brave new world,
That has such people in't." —Miranda

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(STATISTICS)

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Business asks for laws which are helpful alike to him who buys and him who sells.

Trade thrives only where all profit by her growth. If left unhindered by Tyrant, King, Parliament or Demagog, she improves her own manners and customs and laws that she may be everywhere more welcome.

Therefore, as Business grows, the world civilizes herself; asks for peace; gives up race prejudice; ties people together with the bond of mutual profit; discovers and rewards talent; awards prizes to genius; marks the lazy and deceitful for failure in the long run, and gives to the industrious and fair dealing a sure reward."

—John Cotton Dana

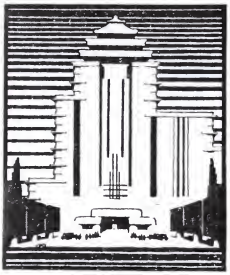
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"—Gardens are not made
By singing: 'Oh how beautiful!'
and sitting in the shade."—Kipling

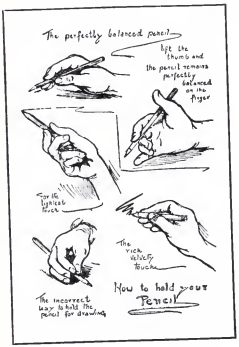
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There's gold, and it's haunting and haunting;
It's luring me on as of old.
Robert W. Service

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IN THE NINETEENTH CENTURY



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of
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The Preparation of Reports R. P. Baker
Ronald 1923

A systematic analysis of report-writing with many examples of information, examination, recommendation and experimental research reports. The suggestions should be valuable both to students and those in active professional and business life. EE 1478.B3

Suggestions on Report Writing N. H. Borden
Harvard University 1930 and E. P. Learned

An excellent manual giving pointers on how to present clearly, concisely and convincingly the results of investigations and of daily routine. Examples are included giving typical reports in various fields,—marketing, industrial management, accounting, finance, and business statistics,—with comments as to the success or failure of the report in each case. TJ 5353.B65

Manual of Research and Reports Dartmouth College
Williams & Wilkins 1931

The business man whose report must stand up under keen criticism will find this little volume extremely helpful. Suggestions about research procedure are based on the experiences of the Faculty of the Amos Tuck School of Administration and Finance; there are authoritative recommendations as to form and style. Special attention is paid to problems in the field of business, economics and public affairs. EE 1478.D3

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The Field of Social Work—A Booklist

GENERAL THEORY AND PRACTICE

De Schweinitz, K. The Art of Helping People out of Trouble. 1924
This eminent executive makes the problems of a less fortunate neighbor understandable in terms of our own. He stresses the human element as well as the scientific technique in outlining the intellectual steps by which the case worker must climb to an understanding of his task.

Family Welfare Association of America. Interviews, Interviewers and Interviewing. 1931
A very practical manual with illustrative cases on the technique of the interview.

Gillin, J. L. Social Pathology. 1933
An attempt to treat social maladjustments in a framework of sociological theory. Pathology of the individual, domestic relationships, cultural relations, and social organization, and the breakdown of economic relations are treated in separate sections.

Heath, Esther. A Study in Social Treatment: the Approach to the Parent. 1933
A group of cases selected from records of a child guidance clinic make an important contribution to the understanding of techniques in the practice of social case work.

Hewes, Amy. Contribution of Economics to Social Work. 1931
The economic factors in social work and important aspects of economics as it relates to social reconstruction are discussed by the author.

Karpf, M. J. Scientific Basis of Social Work. 1931
In the field of family case work the author tries to establish the kind of scientific knowledge which is as basic to social work as chemistry is to medicine.

MacIver, R. M. Contribution of Sociology to Social Work. 1931
The author discusses the relation of the science of sociology to the art of the social worker, primarily the social case worker. Attention is called to the contribution the social worker might make to the science.

Niebuhr, Reinhold. Contribution of Religion to Social Work. 1932
"A clear, forceful, and frank analysis of the relation of religion and social work."

North, C. C. Community and Social Welfare. 1931
A discussion of the community in relation to its program for social work, and an outline of the various aspects of the general program under such headings as needy children, the negro, community funds, and leisure-time activities.

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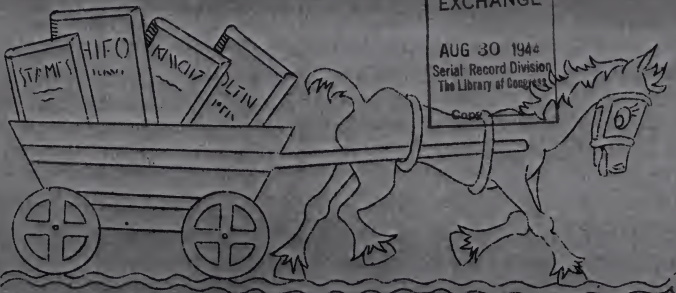
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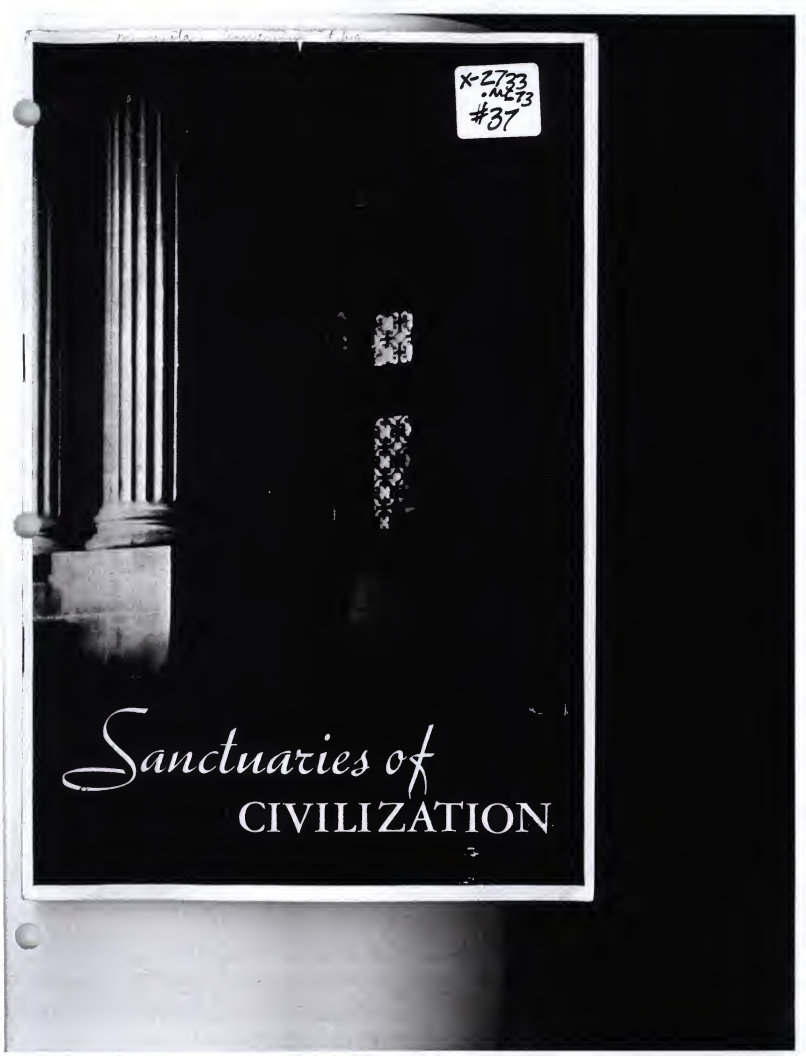


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Not all the books added to the library are purchased. We are always indebted to our good friends for their gifts. Professor Asa Earl Martin donated his library of approximately 1,000 volumes, which are shelved in the History Seminar Room. The Mineral Industries Library received the George Cotton Munroe Collection of 104 volumes in geology. Friends

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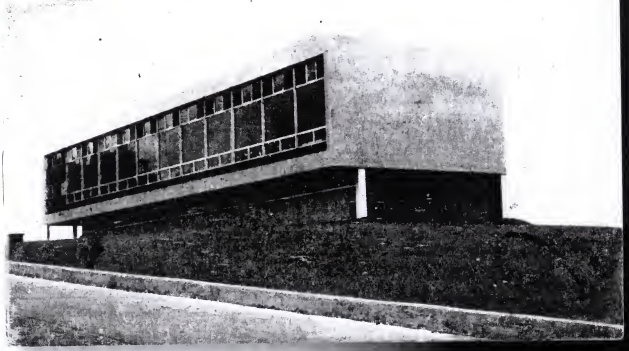


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